

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.1 CAREER TRAINING PROGRAM

18.1.1 APPLICATION PROCEDURE

A. GENERAL

██████████ prescribes the Agency policy relative to the new Career Training program. This Notice defines the application procedure for the Office of Communications personnel.

B. BACKGROUND

The present Career Training Program combines the former JOTP and, prior to that, the Junior Career Development Program. The new Program is, therefore, open to CIA personnel as well as to those recruited from the outside specifically for the CTP.

C. PROCEDURES

1. When a possible CTP candidate is identified, his name should be referred to the Training and Development Branch, Operations Support Staff. Prior to this referral, the appropriate Area, Staff, or Division Chief will be responsible for ensuring, to the best of his ability, that the proposed applicant meets the requirements set forth in this reference. It must be emphasized that the standards of the CTP are extremely high. Although exceptions to the eligibility requirements set forth in the reference can be made by the DD/S, virtually all current CTP participants have at least done post graduate work; many, in fact, have post graduate degrees to their credit. Therefore, competition for the available slots is extremely keen, and it is unlikely that applicants

25X1A

OC RECORDS CONTROL SCHEDULE #3377
ITEM #28a
DATES 29 Sept 65 TO 17 June 75

Date: 29 Sept 1965

Page: 1

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

will be chosen unless they have a Baccalaureate Degree with an average of B+ or better. The program is not in any sense a routine training activity; rather, it is a means of affording both the Agency and the employee the best possible chance, through a program of work and study, to advance their mutual aims.

2. The Training and Development Branch will review the individual's past performance and education background and make the appropriate recommendations to the Operations Support Staff. After preliminary concurrence from the CTP Staff in conference with OC-OS/T&DB, formal application can then be prepared and forwarded to the appropriate Staff or Division Chief. The Staff or Division Chief will forward the application with his endorsement to the Chief, Operations Support Staff for endorsement and forwarding to the Director of Communications for approval. Finally, with the approval of the Director of Communications, the application will be forwarded to the Director of Training, with whom all further action rests.

3. Once formal application is made, further steps in the CTP selection procedure may include special testing, Office of Training interviews and assessment, and other procedures deemed appropriate by the Office of Training Assessment and Evaluation Staff.

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

4. When a final decision is reached, the Director of Communications will be advised by memorandum from the Director of Training of the approval or disapproval of OC candidates. Copies will be routed to the appropriate Division or Staff Chief, and to the applicant's personnel and permanent Training files. If the application is approved, it will be determined by coordination between the Office of Communications and the CTP Staff as to where and when the individual will report for training and the approximate date for the CTP slotting if appropriate. If the application is disapproved, any subsequent personnel action will be the responsibility of the appropriate Division or Staff Chief.

5. While the individual is enrolled in the program, copies of all training evaluations will be forwarded to the Director of Communications, and will be maintained in the records of the Training and Development Branch.

6. Further questions regarding the Career Training Program, or the status of individual applicants, may be referred to OC-OS/T&DB, Headquarters,

Date: 29 Sept 1965

Page: 3

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 COMMUNICATIONS TRAINING REQUIREMENTS

A. GENERAL

The purpose of this Order is to ensure that new requirements for communications training, both staff and covert are carefully considered and that the requirements accepted are placed on the appropriate communications training facility.

* B. RESPONSIBILITY

1. The Career Management and Training Staff is responsible for scheduling and arranging all training (other than covert training) in coordination with other elements of the Office of Communications as appropriate, but will not commit foreign area training facilities without concurrence of the Chief of the Communications Area involved.

2. The Operations Support Staff, OC, is responsible for all covert training.

* 15 November 1968
Date: 27 October 1966

Page 1

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

A. GENERAL

The Communications Officer Development Program (OC-ODP) is established as one means of accomplishing systematically the objectives of selecting and preparing qualified young Communications employees for future assignments of responsibility. This Program is in addition to the Office of Communications Career Service procedures now in effect that provide for the selection, formal training, on-the-job training and experience assignments for potential officers. The goal to be attained is to assure that Communications personnel, upon reaching their mid-career point, will have had a broad educational background, a useful range of experience, and will have acquired specialized competence in at least one phase of communications work.

B. REFERENCES

25X1A OC Order 18.1, Career Training Program dated 29 September 1965 and [REDACTED] Junior Officer Training Program, revised 22 November 1963.

C. POLICY AND PROCEDURES

1. The program specifically provides for extended "experience assignments" following the completion of established basic training courses. To be eligible for the program, on duty personnel must be less than 35 years of age, and must have completed at least three years of undergraduate college work. New employees must be less than 30 years of age and have either a college degree in technical fields (communications experience being a preferable complement, but not mandatory), or a college degree in non-technical fields plus considerable communications experience. All candidates must be qualified to undertake assignments of any degree of sensitivity and be medically qualified for full duty/general. Candidates will be entered in the program at GS grades commensurate with their education and work experience, normally at the GS-07/GS-08 level.

Date: 6 September 1966

Page 1

S-E-C-R-E-T

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM - con't

2. The Communications Officer Development Program for each candidate will normally extend over a period of three to four years. During this period both those who have entered the program from "within" and those entering as new employees will carry the designation of an Office of Communications employee (SC) with the suffix (D) to indicate the subject is in the OC-ODP, and as such not yet under the career cognizance of a specific Office Career Panel. Opportunity for promotion of these individuals will be similar to all other Communications careerists and in accordance with Agency regulations and Office of Communications policies and procedures.

3. After a total of three to four years of training and experience assignments in Headquarters and in the Field, the employee who entered the program with a college degree will be assessed and evaluated to determine the Career Panel under whose cognizance he is to be assigned. An individual having but three years of undergraduate college work to his credit and who has received the necessary training and has completed experience assignments (either before or after entering the program) will be assessed and evaluated and considered for sponsoring at least on a part time basis, for further college work prior to assignment to a specific Office of Communications Career Panel.

4. If at any time after entering the program a trainee fails to maintain average standards of performance, he will be transferred from the program and reassigned to a position commensurate with his capabilities.

D. RESPONSIBILITIES

1. The Director of Communications shall fix the ceiling on the number to be accommodated in the program at any one time.

2. In collaboration with the Chiefs of the individual Office Career Panels, the Chairman of the Office of Communications Career Service Board shall:

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM - con't

- a. Direct the OC-ODP.
 - b. Select candidates for the program and prescribe training and career preparation required.
 - c. Recommend placement of employees upon completion of the program, to the Director of Communications.
3. Under the guidance and direction of the Chairman of the Career Service Board, the Executive Coordinator of the OC Career Panels will serve as the administrative focal point for this development program.
4. The Chiefs of the individual Office of Communications Career Panels shall:
- a. Identify to the Career Service Board those on-duty employees under their career cognizance considered qualified for the program.
 - b. Through their individual recruitment efforts attempt to obtain candidates for the program.
5. All Office of Communications Staff, Division, and overseas Area Chiefs will accommodate and supervise employees in experience assignments as prescribed in individual programs of career preparation.

Date: 6 September 1966

Page 3

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 COMMUNICATIONS TRAINING REQUIREMENTS

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The purpose of this Order is to insure that new requirements for communications training, both staff and covert are carefully considered and that the requirements accepted are placed on the appropriate communications training facility.

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Date: 27 October 1966

Page 1

S-E-C-R-E-T

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

A. GENERAL

This Order defines selection procedures for Office of Communications personnel into the Agency's Career Training Program.

B. REFERENCE

25X1A [REDACTED] Career Training Program, revised 29 November 1973.

C. BACKGROUND

In its present form, the Career Training Program (CTP) combines the former JOTP and its predecessor, the Junior Career Development Program. The CTP is open to qualified CIA employees as well as to outside persons recruited specifically for the Program. In Calendar year 1975, all CT's entering the Program will be on contract while in the Career Trainee Program. They may, but will not necessarily return to their parent service after graduation. It must be emphasized that the standards of the CTP are extremely high. Although exceptions to the eligibility requirements can be made by the DDA, current competition is so close that virtually all participants have at least done post-graduate work; many in fact, have post-graduate degrees. In view of the keen competition for the available slots, it is unlikely that any applicant will be chosen if he lacks at least a baccalaureate degree with a scholastic average of B+ or better. The program is not in any sense a routine training activity; rather it is a means of affording both the Agency and the employee the best possible chance, through a program of work and study, to advance their mutual aims. The selection policy for the CTP is set forth in the reference.

D. PROCEDURES

1. Persons desiring to be considered for acceptance into the CTP will address their requests to the cognizant Career Panel Chief through the appropriate OC component Chief.

Date: 21 October 1974

Page 1

CONFIDENTIAL

CONFIDENTIAL

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

D. PROCEDURES - contd

Similarly, the name of any individual nominated as a candidate by an OC component Chief will be referred to the Career Panel Chief who will be responsible for ensuring that the nominee meets the stated requirements of the CTP.

2. The Career Panel Chief will forward any request or nomination in which he concurs to Chief, OC-S, who will prepare a formal application for the Director of Communications' approval and subsequent forwarding to the Director of Training. Further action rests with the Office of Training.
3. Once formal application is made, further steps in the CTP selection process may include special testing, OTR interviews and assessment, psychological testing, and other procedures deemed appropriate by the Career Training Program Staff.
4. A memorandum from the Director of Training to the Director of Communications will advise of the approval or disapproval of an OC nominee. Copies will be routed to the cognizant Career Panel Chief and to the OC component Chief as appropriate, and a copy will be placed in the applicant's personnel file.
5. In the case of an approved application, coordination between OC-S and OTR will ensue to determine the commencement date of training, where the trainee is to report, and the approximate date when CTP slotting will be effected. In cases where an application is disapproved, OC-S will inform the cognizant Career Panel Chief who will then be responsible for any subsequent personnel action.
6. Further questions regarding the Career Training Program, or the status of individual applicants, will be referred to OC-S.

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

*TABLE OF CONTENTS

- 18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES
- 18.2 RESERVED
- 18.3 OC SPONSORSHIP - PART-TIME TRAINING

*Revised: 21 October 1974

Page 1

CONFIDENTIAL

CONFIDENTIAL

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OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

TABLE OF CONTENTS

- 18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES
- 18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM
- *18.3 OC SPONSORSHIP - PART-TIME TRAINING

*Revised: 11 February 1974

Page 1

CONFIDENTIAL

Approved For Release 2001/07/30 : CIA-RDP79-00657A000200050001-6

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

*18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

A. GENERAL

This Order defines selection procedures for Office of Communications personnel into the Agency's Career Training Program.

B. REFERENCE

25X1A [REDACTED] Junior Officer Training Program, revised
22 November 1963.

C. BACKGROUND

In its present form, the Career Training Program (CTP) combines the former JOTP and its predecessor, the Junior Career Development Program. The CTP is open to qualified CIA employees as well as to outside persons recruited specifically for the Program. Internally selected participants relinquish their original career designation to assume the SJ designation of career trainees. They will not necessarily return to their parent service after graduation. It must be emphasized that the standards of the CTP are extremely high. Although exceptions to the eligibility requirements can be made by the DD/S, current competition is so close that virtually all participants have at least done post-graduate work; many in fact, have post-graduate degrees. In view of the keen competition for the available slots, it is unlikely that any applicant will be chosen if he lacks at least a baccalaureate degree with a scholastic average of B+ or better. The program is not in any sense a routine training activity; rather, it is a means of affording both the Agency and the employee the best possible chance, through a program of work and study, to advance their mutual aims. The selection policy for the CTP is set forth in the reference.

D. PROCEDURES

1. Persons desiring to be considered for acceptance into the CTP will address their requests to the cognizant Career Panel Chief through the appropriate Division or Staff Chief.

* 15 July 1971
Date: 29 September 1965

Page 1

S-E-C-R-E-T

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

*18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

D. PROCEDURES - contd

Similarly, the name of any individual nominated as a candidate by a Division or Staff Chief will be referred to the Career Panel Chief who will be responsible for ensuring that the nominee meets the stated requirements of the CTP.

2. The Career Panel Chief will forward any request or nomination in which he concurs to Chief, OC-CMS, who will prepare a formal application for the Director of Communications' approval and subsequent forwarding to the Director of Training. Further action rests with the Office of Training.
3. Once formal application is made, further steps in the CTP selection process may include special testing, OTR interviews and assessment, psychological testing, and other procedures deemed appropriate by the Career Training Program Staff.
4. A memorandum from the Director of Training to the Director of Communications will advise of the approval or disapproval of an OC nominee. Copies will be routed to the cognizant Career Panel Chief and to the Division or Staff Chief as appropriate, and a copy will be placed in the applicant's personnel file.
5. In the case of an approved application, coordination between OC-CMS and OTR will ensue to determine the commencement date of training, where the trainee is to report, and the approximate date when CTP slotting will be effected. In cases where an application is disapproved, OC-CMS will inform the cognizant Career Panel Chief who will then be responsible for any subsequent personnel action.
6. Further questions regarding the Career Training Program, or the status of individual applicants, will be referred to OC-CMS.

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

*18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

A. GENERAL

The Communications Officer Development Program (CODP) is established as one means of accomplishing systematically the objectives of selecting and preparing qualified young Communications employees for future assignments of responsibility. This Program is in addition to the Office of Communications Career Service procedures now in effect that provide for the selection, formal training, on-the-job training, and experience assignments for potential officers.

B. REFERENCES

25X1A OC Order 18.1, Career Training Program - Selection Procedures, dated 15 July 1971 [REDACTED] Junior Officer Training Program, revised 22 November 1963.

C. POLICY AND PROCEDURES

1. The Program specifically provides for extended "experience assignments", following the completion of established basic training courses. To be eligible for the program on duty personnel must be less than 35 years of age, and must have completed at least three years of undergraduate college work. New employees must be less than 30 years of age and have either a college degree in technical fields (communications experience being a preferable complement, but not mandatory), or a college degree in non-technical fields plus considerable communications experience. All candidates must be qualified to undertake assignments of any degree of sensitivity and be medically qualified for full duty. Candidates will be entered in the Program at GS grades commensurate with their education and work experience, normally at the GS-08/09 level.
2. The Communications Officer Development Program for each candidate will normally extend over a period of three to four years. During this period, both those who have entered the program from "within" and those entering as new employees will carry the designation of an Office of Communications employee (SC) with the suffix (D) to indicate the subject is in the CODP, and assigned to Career Panel D.

* 15 July 1971

Date: 6 September 1966

Page 1

S-E-C-R-E-T

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

*18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

C. POLICY AND PROCEDURES - contd

3. After a total of three to four years of training and experience assignments in Headquarters and in the Field, the employee who entered the program with a college degree will be assessed and evaluated to determine the Career Panel under whose cognizance he is to be assigned. An individual having but three years of undergraduate college work to his credit and who has received the necessary training and has completed experience assignments (either before or after entering the Program) will be assessed, evaluated and considered for sponsoring at least on a part-time basis, for further college work prior to assignment to a specific Office of Communications Career Panel.
4. If at any time after entering the Program a trainee fails to maintain average standards of performance, he will be transferred from the Program and reassigned to a position commensurate with his capabilities.

D. RESPONSIBILITIES

1. The Director of Communications shall fix the ceiling on the number to be accommodated in the Program at any one time.
2. Each OC Career Panel Chief shall be responsible for:
 - a. Maintaining a close monitor of all members of his Panel in order to identify any potential candidates for the CODP.
 - b. Forwarding to the Chief, OC-CMS, upon his request, the names of such candidates.
3. The Chief, Career Management and Training Staff, under the guidance of the Chairman of the Career Service Board (CSB) shall manage the CODP and be responsible for:
 - a. Soliciting from Career Panel Chiefs, the names of candidates from their respective Panels, as vacancies occur in the Program.

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

*18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

D. RESPONSIBILITIES - contd

- b. Validating the qualifications of candidates submitted by the Panel Chiefs, and providing to the Chairman, CSB a list of the candidates accompanied by all necessary background personnel data on each.
 - c. Prescribing the Headquarters training and experience assignments for those selected.
 - d. Recommending to the Chairman, CSB the overseas assignment for each candidate.
 - e. Conducting, as Chairman of Career Panel D, an annual evaluation of each participant in the Program and recommending promotions as appropriate and in accordance with Agency regulations and OC policies and procedures.
 - f. Preparing Fitness Reports while participants are in the Headquarters phase of their training.
 - g. Advising the Chairman, CSB of the progress of employees in the Program.
4. The Career Service Board shall be responsible for:
- a. Selecting candidates for the Program.
 - b. Approving the overseas assignment for each candidate.
 - c. Recommending to the Director of Communications the Career Panel to which candidates should be assigned upon completion of the Program.
5. All Office of Communications Division and Staff Chiefs will accommodate and supervise employees assigned to them for training experience and will submit to the Chief, OC-CMS a narrative evaluation of each participant's performance upon completion of his assignment with their Component.

* 15 July 1971
Date: 6 September 1966

Page 3

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

*18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

D. RESPONSIBILITIES - contd

6. During the overseas portion of his training, the participant will be under the supervision of the Area Chief, as is any officer assigned to his Area. Fitness Reports will be completed according to Area procedures. In lieu of a CEL, the Area Chief will submit at the appropriate time a narrative evaluation of the individual's performance and potential.

CONFIDENTIAL

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OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

TABLE OF CONTENTS

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

*18.3 OC SPONSORSHIP - PART-TIME TRAINING

*Revised: 11 February 1974

Page 1

CONFIDENTIAL

Approved For Release 2001/07/30 : CIA-RDP79-00657A000200050001-6

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 OC SPONSORSHIP--PART-TIME TRAINING

A. GENERAL

This Order establishes OC policy concerning sponsorship of part-time training.

B. DEFINITION OF PART-TIME TRAINING

Part-time training is defined as training initiated by the employee for self-improvement purposes and conducted at non-organizational facilities during non-work hours.

C. BACKGROUND

1. OC encourages OC careeists to undertake part-time training if such training does not interfere with the individual's on-the-job performance. Normally part-time training is arranged and paid for by the employee. In some cases, and subject to prior Headquarters approval, the Organization will reimburse the individual for the tuition cost of certain part-time training courses successfully completed. The basic authority for organizational reimbursement for selected part-time training is regulated by Title 5, U.S. Code, Chapter 41 (formerly the Government Employees Training Act). Title 5 specifically prohibits sponsored training for the sole purpose of obtaining a degree. Title 5 stipulates that the training should be directly related to the official duties of the individual or in preparation for projected assignments in order to increase his knowledge, proficiency, ability, skill and qualifications in the performance of his duties.
2. The OC policy contained herein has been developed in close collaboration with OTR which is the approving authority for the sponsorship of part-time training and has primary responsibility for the administration of Title 5 within the organization.

D. OC SPONSORSHIP POLICY FOR PART-TIME ACADEMIC TRAINING AT THE UNDERGRADUATE LEVEL

1. In consonance with OC policy to encourage part-time academic training, OC has applied a broad interpretation to Title 5, U.S. Code, Chapter 41. Because of our liberal interpretation of "job relationship" which as noted above is required by Title 5, OC has sponsored

Date: 11 February 1974

Page 1

CONFIDENTIAL

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.3 OC SPONSORSHIP--PART-TIME TRAINING

D. OC SPONSORSHIP POLICY FOR PART-TIME ACADEMIC TRAINING AT THE UNDERGRADUATE LEVEL - contd

individuals in a wide range of non-technical subjects such as English, History, Political Science and Economics. The rationale for our support of part-time academic programs in non-technical subjects is our belief that a person with a broader educational background and outlook will normally produce a better overall performance of his communications duties. A better performance will benefit not only the Office but also the individual, because it plays an important part in determining his competitive ranking position.

2. Some courses are not sufficiently job related or are too specific in nature to qualify for sponsorship even under OC's broad interpretation of the Title 5 authority. To give you some specific examples which you can extend to other subject areas, OC will normally not approve courses in the business field in such subjects as Business Enterprise, Marketing Principles, Taxation or Finance. In the field of history OC would most likely approve a course in the History of Western Civilization, but OC would look twice at a request for a course in the History of France, and probably disapprove a request for a course in the History of the French Revolution as being too narrow in scope.
3. In addition to the subject matter of the course itself, other factors which might weigh in OC's decision to approve or disapprove a course are the cost of the course, previous efforts of the individual to improve himself at his own expense, the career intent of the individual, the type of work performed by the person and possibly the location of his assignment. Because of these factors it is not practical to devise a catalog of approved courses or even to provide definitive guidelines. Each case will be considered by OC on its own merits. Also, each request must be examined closely to assure that OC's present liberal policy of sponsorship is not jeopardized by an abuse of the Title 5 program.

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 OC SPONSORSHIP--PART-TIME TRAINING

E. OC SPONSORSHIP POLICY FOR PART-TIME ACADEMIC TRAINING AT THE GRADUATE LEVEL

It is more difficult for OC under Title 5 authority to justify academic courses at the graduate level using the rationale that such courses constitute a basic broadening experience. For this reason, courses at the graduate level will only be approved when it is apparent that the subject matter is directly job related and will specifically help the individual to better perform his present or projected communications duties.

F. OC SPONSORSHIP POLICY FOR PART-TIME TECHNICAL ACADEMIC TRAINING

OC is a technically oriented office, and the question of establishing job relationship on requests for sponsorship for academic training in the electronic or related communications field generally poses no problem at either the graduate or undergraduate level.

G. OC SPONSORSHIP POLICY FOR PART-TIME SKILLS TRAINING

OC widely sponsors part-time or correspondence skills training, either through correspondence schools or resident technical schools. For most of these courses, which are technical in nature, it is relatively easy to determine job relationship. OC approves correspondence courses that are listed in our OC Correspondence Course Catalog, and certain other technical courses from an accredited school, if job relationship can be applied. However, in all cases job relationship does have to be established, and OC will not approve courses that are judged to be non-job related or too specific in nature. For example, OC will approve general basic or advanced electronic courses, but OC will not approve such courses as TV Servicing, Automotive Repair or Typewriter Repair unless a firm job relationship can be established.

Date: 11 February 1974

Page 3

CONFIDENTIAL

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.3 OC SPONSORSHIP--PART-TIME TRAINING

H. DEGREES IN NON-TECHNICAL FIELDS

Over the past few years a number of OC careerists through a combination of sponsored, non-sponsored part-time and previous full-time study and years of hard work have successfully earned a degree in a non-technical area. After this great investment of time and effort many of these individuals are more interested in moving to positions in which they can use their newly acquired knowledge rather than in continuing to perform their present communications duties. Situations such as this present a problem both to the Office and to the individual. OC is primarily a technically oriented office and has only a limited need for the academic talents of individuals who have earned degrees in non-technical areas such as Business, History, Education, or other such fields. Because of the lack of opportunity for reassignment within OC to a position where his non-technical specialty can be used, OC will, upon request, circulate an individual's file to other organizational components which might have a requirement for his academic qualifications. Should the individual remain with OC, this office believes academic study of this type is one way he can help himself to better perform his communications duties and improve his competitive ranking. A high competitive ranking is the only route to upward career progress within OC.

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS

18. TRAINING

TABLE OF CONTENTS

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

Date: 15 July 1971

Page 1

S-E-C-R-E-T

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

TABLE OF CONTENTS

- 18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES
- 18.2 RESERVED
- 18.3 OC SPONSORSHIP - PART-TIME TRAINING
- 18.4 RESERVED
- *18.5 SENIOR OFFICER TRAINING

*Revised: 17 June 1975

Page 1

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

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25X1A

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Date: 21 October 1974

Page 1

CONFIDENTIAL

CONFIDENTIAL

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

D. PROCEDURES - contd

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4. A memorandum from the Director of Training to the Director of Communications will advise of the approval or disapproval of an OC nominee. Copies will be routed to the cognizant Career Panel Chief and to the OC component Chief as appropriate, and a copy will be placed in the applicant's personnel file.
5. In the case of an approved application, coordination between OC-S and OTR will ensue to determine the commencement date of training, where the trainee is to report, and the approximate date when CTP slotting will be effected. In cases where an application is disapproved, OC-S will inform the cognizant Career Panel Chief who will then be responsible for any subsequent personnel action.
6. Further questions regarding the Career Training Program, or the status of individual applicants, will be referred to OC-S.

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 OC SPONSORSHIP--PART-TIME TRAINING

A. GENERAL

This Order establishes OC policy concerning sponsorship of part-time training.

B. DEFINITION OF PART-TIME TRAINING

Part-time training is defined as training initiated by the employee for self-improvement purposes and conducted at non-organizational facilities during non-work hours.

C. BACKGROUND

1. OC encourages OC careeists to undertake part-time training if such training does not interfere with the individual's on-the-job performance. Normally part-time training is arranged and paid for by the employee. In some cases, and subject to prior Headquarters approval, the Organization will reimburse the individual for the tuition cost of certain part-time training courses successfully completed. The basic authority for organizational reimbursement for selected part-time training is regulated by Title 5, U.S. Code, Chapter 41 (formerly the Government Employees Training Act). Title 5 specifically prohibits sponsored training for the sole purpose of obtaining a degree. Title 5 stipulates that the training should be directly related to the official duties of the individual or in preparation for projected assignments in order to increase his knowledge, proficiency, ability, skill and qualifications in the performance of his duties.
2. The OC policy contained herein has been developed in close collaboration with OTR which is the approving authority for the sponsorship of part-time training and has primary responsibility for the administration of Title 5 within the organization.

D. OC SPONSORSHIP POLICY FOR PART-TIME ACADEMIC TRAINING AT THE UNDERGRADUATE LEVEL

1. In consonance with OC policy to encourage part-time academic training, OC has applied a broad interpretation to Title 5, U.S. Code, Chapter 41. Because of our liberal interpretation of "job relationship" which as noted above is required by Title 5, OC has sponsored

Date: 11 February 1974

Page 1

CONFIDENTIAL

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.3 OC SPONSORSHIP--PART-TIME TRAINING

D. OC SPONSORSHIP POLICY FOR PART-TIME ACADEMIC TRAINING AT THE UNDERGRADUATE LEVEL - contd

individuals in a wide range of non-technical subjects such as English, History, Political Science and Economics. The rationale for our support of part-time academic programs in non-technical subjects is our belief that a person with a broader educational background and outlook will normally produce a better overall performance of his communications duties. A better performance will benefit not only the Office but also the individual, because it plays an important part in determining his competitive ranking position.

2. Some courses are not sufficiently job related or are too specific in nature to qualify for sponsorship even under OC's broad interpretation of the Title 5 authority. To give you some specific examples which you can extend to other subject areas, OC will normally not approve courses in the business field in such subjects as Business Enterprise, Marketing Principles, Taxation or Finance. In the field of history OC would most likely approve a course in the History of Western Civilization, but OC would look twice at a request for a course in the History of France, and probably disapprove a request for a course in the History of the French Revolution as being too narrow in scope.
3. In addition to the subject matter of the course itself, other factors which might weigh in OC's decision to approve or disapprove a course are the cost of the course, previous efforts of the individual to improve himself at his own expense, the career intent of the individual, the type of work performed by the person and possibly the location of his assignment. Because of these factors it is not practical to devise a catalog of approved courses or even to provide definitive guidelines. Each case will be considered by OC on its own merits. Also, each request must be examined closely to assure that OC's present liberal policy of sponsorship is not jeopardized by an abuse of the Title 5 program.

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 OC SPONSORSHIP--PART-TIME TRAINING

E. OC SPONSORSHIP POLICY FOR PART-TIME ACADEMIC TRAINING AT THE GRADUATE LEVEL

It is more difficult for OC under Title 5 authority to justify academic courses at the graduate level using the rationale that such courses constitute a basic broadening experience. For this reason, courses at the graduate level will only be approved when it is apparent that the subject matter is directly job related and will specifically help the individual to better perform his present or projected communications duties.

F. OC SPONSORSHIP POLICY FOR PART-TIME TECHNICAL ACADEMIC TRAINING

OC is a technically oriented office, and the question of establishing job relationship on requests for sponsorship for academic training in the electronic or related communications field generally poses no problem at either the graduate or undergraduate level.

G. OC SPONSORSHIP POLICY FOR PART-TIME SKILLS TRAINING

OC widely sponsors part-time or correspondence skills training, either through correspondence schools or resident technical schools. For most of these courses, which are technical in nature, it is relatively easy to determine job relationship. OC approves correspondence courses that are listed in our OC Correspondence Course Catalog, and certain other technical courses from an accredited school, if job relationship can be applied. However, in all cases job relationship does have to be established, and OC will not approve courses that are judged to be non-job related or too specific in nature. For example, OC will approve general basic or advanced electronic courses, but OC will not approve such courses as TV Servicing, Automotive Repair or Typewriter Repair unless a firm job relationship can be established.

Date: 11 February 1974

Page 3

CONFIDENTIAL

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.3 OC SPONSORSHIP--PART-TIME TRAINING

H. DEGREES IN NON-TECHNICAL FIELDS

Over the past few years a number of OC careerists through a combination of sponsored, non-sponsored part-time and previous full-time study and years of hard work have successfully earned a degree in a non-technical area. After this great investment of time and effort many of these individuals are more interested in moving to positions in which they can use their newly acquired knowledge rather than in continuing to perform their present communications duties. Situations such as this present a problem both to the Office and to the individual. OC is primarily a technically oriented office and has only a limited need for the academic talents of individuals who have earned degrees in non-technical areas such as Business, History, Education, or other such fields. Because of the lack of opportunity for reassignment within OC to a position where his non-technical specialty can be used, OC will, upon request, circulate an individual's file to other organizational components which might have a requirement for his academic qualifications. Should the individual remain with OC, this office believes academic study of this type is one way he can help himself to better perform his communications duties and improve his competitive ranking. A high competitive ranking is the only route to upward career progress within OC.

Date: 11 February 1974

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.5 SENIOR OFFICER TRAINING

A. General

1. Senior Officer Training consists of the various Armed Forces Senior Schools, the Federal Executive Institute Programs, the Senior Seminar, and other programs identified by the Office of Training for Agency Officers in the GS-14 through GS-18 grade levels. The Office of Communications nominates candidates for these programs and final selection is made by the Training Selection Board, Office of Training.
2. Some programs, such as the Federal Executive Institute and the Harvard Advanced Management Program, require attendance in an overt status. The Office of Communications will not normally nominate candidates for such programs.

B. Procedures

1. Nominations for Senior Officer Training will be on the basis of:
 - a. Age and grade qualifications if specified by the sponsoring agency.
 - b. An assessment of the individual programs applicability to furthering the mission of the Office of Communications. Recommendations for nominations will be made through the Career Service Board to the Director of the Office of Communications.
 - c. The amount and type of previous training afforded the individual. Preference for Senior Officer Training will be given to individuals in senior management positions who have not recently been enrolled in this type of training.
 - d. Availability of the individual for a specified training program.

Date: 17 June 1975

Page 1

CONFIDENTIAL

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

18.5 SENIOR OFFICER TRAINING

B. Procedures - contd

2. There are also several courses available to Senior Officers which may be characterized as skill courses such as the Advanced Intelligence Seminar and the Information Science for Managers I. Courses such as these, not requiring TSB approval, may be requested through normal training channels. Upon approval by the Office of Communications for this type training, the individual will be enrolled, subject to normal space limitations for the course and needs of the service.

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

TABLE OF CONTENTS

- 18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES
- 18.2 RESERVED
- 18.3 OC SPONSORSHIP - PART-TIME TRAINING
- 18.4 RESERVED
- *18.5 SENIOR OFFICER TRAINING

*Revised: 17 June 1975

Page 1

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.5 SENIOR OFFICER TRAINING

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Date: 17 June 1975

Page 1

CONFIDENTIAL

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

18.5 SENIOR OFFICER TRAINING

B. Procedures -- contd

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OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

*TABLE OF CONTENTS

- 18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES
- 18.2 RESERVED
- 18.3 OC SPONSORSHIP - PART-TIME TRAINING

*Revised: 21 October 1974

Page 1

CONFIDENTIAL

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

A. GENERAL

This Order defines selection procedures for Office of Communications personnel into the Agency's Career Training Program.

B. REFERENCE

25X1A [REDACTED] Career Training Program, revised 29 November 1973.

C. BACKGROUND

In its present form, the Career Training Program (CTP) combines the former JOTP and its predecessor, the Junior Career Development Program. The CTP is open to qualified CIA employees as well as to outside persons recruited specifically for the Program. In Calendar year 1975, all CT's entering the Program will be on contract while in the Career Trainee Program. They may, but will not necessarily return to their parent service after graduation. It must be emphasized that the standards of the CTP are extremely high. Although exceptions to the eligibility requirements can be made by the DDA, current competition is so close that virtually all participants have at least done post-graduate work; many in fact, have post-graduate degrees. In view of the keen competition for the available slots, it is unlikely that any applicant will be chosen if he lacks at least a baccalaureate degree with a scholastic average of B+ or better. The program is not in any sense a routine training activity; rather it is a means of affording both the Agency and the employee the best possible chance, through a program of work and study, to advance their mutual aims. The selection policy for the CTP is set forth in the reference.

D. PROCEDURES

1. Persons desiring to be considered for acceptance into the CTP will address their requests to the cognizant Career Panel Chief through the appropriate OC component Chief.

Date: 21 October 1974

Page 1

CONFIDENTIAL

CONFIDENTIAL

18. TRAINING OFFICE OF COMMUNICATIONS ORDERS

18.1 CAREER TRAINING PROGRAM - SELECTION PROCEDURES

D. PROCEDURES - contd

Similarly, the name of any individual nominated as a candidate by an OC component Chief will be referred to the Career Panel Chief who will be responsible for ensuring that the nominee meets the stated requirements of the CTP.

2. The Career Panel Chief will forward any request or nomination in which he concurs to Chief, OC-S, who will prepare a formal application for the Director of Communications' approval and subsequent forwarding to the Director of Training. Further action rests with the Office of Training.
3. Once formal application is made, further steps in the CTP selection process may include special testing, OTR interviews and assessment, psychological testing, and other procedures deemed appropriate by the Career Training Program Staff.
4. A memorandum from the Director of Training to the Director of Communications will advise of the approval or disapproval of an OC nominee. Copies will be routed to the cognizant Career Panel Chief and to the OC component Chief as appropriate, and a copy will be placed in the applicant's personnel file.
5. In the case of an approved application, coordination between OC-S and OTR will ensue to determine the commencement date of training, where the trainee is to report, and the approximate date when CTP slotting will be effected. In cases where an application is disapproved, OC-S will inform the cognizant Career Panel Chief who will then be responsible for any subsequent personnel action.
6. Further questions regarding the Career Training Program, or the status of individual applicants, will be referred to OC-S.

CONFIDENTIAL

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

TABLE OF CONTENTS

18.1	CAREER TRAINING PROGRAM
18.1.1	APPLICATION PROCEDURE
18.2	Communications Officer Development Program
18.3	Communications Training Requirements

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.1 CAREER TRAINING PROGRAM

18.1.1 APPLICATION PROCEDURE

A. GENERAL

25X1A

[REDACTED] prescribes the Agency policy relative to the new Career Training Program. This Order defines the application procedure for the Office of Communications personnel.

B. BACKGROUND

The present Career Training Program combines the former JOTP and, prior to that, the Junior Career Development Program. The new Program is, therefore, open to CIA personnel as well as to those recruited from the outside specifically for the CTP.

C. PROCEDURES

* 1. When a possible CTP candidate is identified, his name should be referred to the Career Management and Training Staff, OC. Prior to this referral, the appropriate Area, Staff, or Division Chief will be responsible for ensuring, to the best of his ability, that the proposed applicant meets the requirements set forth in this reference. It must be emphasized that the standards of the CTP are extremely high. Although exceptions to the eligibility requirements set forth in the reference can be made by the DD/S, virtually all current CTP participants have at least done post graduate work; many, in fact, have post graduate degrees to their credit. Therefore, competition for the available slots is extremely keen, and it is unlikely that applicants will be chosen unless they have a Baccalaureate Degree with an average of B+ or better. The program

* 13 January 1969
Date: 29 September 1965

Page 1

S-E-C-R-E-T

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.1 CAREER TRAINING PROGRAM - con't

18.1.1 APPLICATION PROCEDURE - con't

C. PROCEDURES - con't

is not in any sense a routine training activity; rather, it is a means of affording both the Agency and the employee the best possible chance, through a program of work and study, to advance their mutual aims.

* 2. The Career Training Branch will review the individual's past performance and educational background and make the appropriate recommendations to the Career Management and Training Staff. After preliminary concurrence from the CTP Staff in conference with OC-CMS/CTB, formal application can then be prepared and forwarded to the appropriate Staff or Division Chief. The Staff or Division Chief will forward the application with his endorsement to the Chief, Career Management and Training Staff for endorsement and forwarding to the Director of Communications for approval. Finally, with the approval of the Director of Communications, the application will be forwarded to the Director of Training, with whom all further action rests.

3. Once formal application is made, further steps in the CTP selection procedure may include special testing, Office of Training interviews and assessment, and other procedures deemed appropriate by the Office of Training Assessment and Evaluation Staff.

4. When a final decision is reached, the Director of Communications will be advised by memorandum from the Director of Training of the approval or disapproval of OC candidates. Copies will be routed to the appropriate Division or Staff Chief, and to the applicant's personnel

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.1 CAREER TRAINING PROGRAM - con't

18.1.1 APPLICATION PROCEDURE - con't

C. PROCEDURES - con't

and permanent Training files. If the application is approved, it will be determined by coordination between the Office of Communications and the CTP Staff as to where and when the individual will report for training and the approximate date for the CTP slotting if appropriate. If the application is disapproved, any subsequent personnel action will be the responsibility of the appropriate Division or Staff Chief.

* 5. While the individual is enrolled in the program, copies of all training evaluations will be forwarded to the Director of Communications, and will be maintained in the records of the Career Training Branch.

* 6. Further questions regarding the Career Training Program, or the status of individual applicants, may be referred to OC-CMS/CTB, Headquarters.

* 13 January 1969
Date: 29 September 1965

Page 3

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM

A. GENERAL

The Communications Officer Development Program (OC-ODP) is established as one means of accomplishing systematically the objectives of selecting and preparing qualified young Communications employees for future assignments of responsibility. This Program is in addition to the Office of Communications Career Service procedures now in effect that provide for the selection, formal training, on-the-job training, and experience assignments for potential officers. The goal to be attained is to assure that Communications personnel, upon reaching their mid-career point, will have had a broad educational background, a useful range of experience, and will have acquired specialized competence in at least one phase of communications work.

B. REFERENCES

OC Order 18.1, Career Training Program, dated 29 September 1965 [REDACTED] Junior Officer Training Program, revised 22 November 1963.

C. POLICY AND PROCEDURES

1. The Program specifically provides for extended "experience assignments" following the completion of established basic training courses. To be eligible for the Program, on duty personnel must be less than 35 years of age, and must have completed at least three years of undergraduate college work. New employees must be less than 30 years of age and have either a college degree in technical fields (communications experience being a preferable complement, but not mandatory), or a college degree in non-technical fields plus considerable communications experience. All candidates must be qualified to undertake assignments of any degree of sensitivity and be medically qualified for full duty/general. Candidates will be entered in the Program at GS grades commensurate with their education and work experience, normally at the GS-07/GS-08 level.

Date: 6 September 1966

Page 1

S-E-C-R-E-T

S-E-C-R-E-T

18. TRAINING

OFFICE OF COMMUNICATIONS ORDERS

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM - con't

2. The Communications Officer Development Program for each candidate will normally extend over a period of three to four years. During this period, both those who have entered the program from "within" and those entering as new employees will carry the designation of an Office of Communications employee (SC) with the suffix (D) to indicate the subject is in the OC-ODP, and, as such, not yet under the career cognizance of a specific Office Career Panel. Opportunity for promotion of these individuals will be similar to all other Communications careerists and in accordance with Agency regulations and Office of Communications policies and procedures.

3. After a total of three to four years of training and experience assignments in Headquarters and in the Field, the employee who entered the program with a college degree will be assessed and evaluated to determine the Career Panel under who cognizance he is to be assigned. An individual having but three years of undergraduate college work to his credit and who has received the necessary training and has completed experience assignments (either before or after entering the Program) will be assessed and evaluated and considered for sponsoring at least on a part-time basis, for further college work prior to assignment to a specific Office of Communications Career Panel.

4. If at any time after entering the Program a trainee fails to maintain average standards of performance, he will be transferred from the Program and reassigned to a position commensurate with his capabilities.

* D. RESPONSIBILITIES

1. The Director of Communications shall fix the ceiling on the number to be accommodated in the Program at any one time.

2. The Career Management and Training Staff, under the guidance of the Chairman of the Career Service Board shall manage the OC-ODP and be responsible for:

* 15 November 1968
Date: 6 September 1966

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.2 COMMUNICATIONS OFFICER DEVELOPMENT PROGRAM - con't

- a. Recommending to the Career Service Board candidates for the Program.
 - b. Prescribing training and experience duty assignments.
 - c. Advising the Career Service Board of the progress of employees in the Program.
3. The Career Service Board shall:
 - a. Select candidates for the Program.
 - b. Recommend to the Director of Communications placement of employees on completion of the Program.
4. All Office of Communications Staff, Division, and overseas Area Chiefs will accommodate and supervise employees in experience assignments as prescribed in individual programs of career preparation and are encouraged to identify qualified candidates for the Program.

Date: 6 September 1968

Page 3

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS ORDERS

18. TRAINING

18.3 COMMUNICATIONS TRAINING REQUIREMENTS

A. GENERAL

The purpose of this Order is to ensure that new requirements for communications training, both staff and covert are carefully considered and that the requirements accepted are placed on the appropriate communications training facility.

B. RESPONSIBILITY

1. The Career Management and Training Staff is responsible for scheduling and arranging all training (other than covert training) in coordination with other elements of the Office of Communications as appropriate, but will not commit foreign area training facilities without concurrence of the Chief of the Communications Area involved.

* 2. The Covert Communications Division, OC, is responsible for all covert training.

* 13 January 1969
Date: 27 October 1966

Page 1

S-E-C-R-E-T